



Education &  
Communities

# Anti-bullying Plan

## Narrabeen Lakes Public School



# Our School Anti-Bullying Plan

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This plan outlines the processes for preventing and responding to student bullying in our school and reflects the *Bullying: Preventing and Responding to Student Bullying in Schools Policy* of the New South Wales Department of Education.

### Statement of purpose

This plan aims to address all forms of bullying that may occur in the school environment and to provide positive strategies for preventing, reporting and managing all forms of interactions that are not acceptable in the school environment.

### Protection

Bullying involves repeated verbal, physical, social or emotional/psychological behaviour that is harmful to others. This behaviour can take place in person or through information and communication technologies (cyberbullying).

The Narrabeen Lakes Public School community rejects all forms of bullying. We value, respect, and show tolerance of others in a safe and supportive environment. We foster positive relationships through our strong welfare programs and policies. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all Department staff, students, caregivers and members of the wider school community.

Students, teachers, parents, caregivers and members of the school community can expect:

- that students will be safe at school, free from bullying, harassment, intimidation and victimisation
- to be involved in the collaborative development of the school Anti-Bullying Plan

- to know what is expected of them and others in relation to the Anti-Bullying Plan
- that all students will be provided with appropriate support when bullying occurs.

Students, teachers, parents, caregivers and members of the school community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- contribute to the development of the Anti-Bullying Plan and support it through words and actions
- Report bullying behaviour and actively work together to resolve incidents of bullying.

### Prevention

Narrabeen Lakes School's Expectations, Behaviour Management Plan and Welfare Programs provide a strong framework for the prevention of bullying behaviours within the school environment.

#### Preventative Strategies:

- Education and promotion of the school's Anti-Bullying Plan
- Learning Support Team discussions/awareness of student interactions and welfare
- Student Welfare programs including the Positive Behaviour Engaging Learners (PBEL) initiative
- Productive and respectful relationships established between all members of the school community
- Classroom rules, routines and processes negotiated and applied consistently
- Active intervention when bullying occurs
- Teachers implementing pastoral care initiative
- Anti-bullying survey for primary students to complete annually, at the beginning of Term 2
- Students learn about identifying and strategies to deal with bullying in PDHPE and Child Protection lessons.

### **Strategies to Deal with bullying:**

Reported cases can be dealt with in several ways. It is recognised, however, that each case is different and may require an individual, case by case approach. It is important to ensure:

- that victims are believed and made safe
- that the principles of natural justice and due process are followed in regard to students reported for bullying
- School Counsellor intervention takes place, when deemed necessary
- monitoring by the Learning Support Team is undertaken
- incidents kept on record on SENTRAL tracking system, discipline records
- that parents and school staff work together.

### **Strategies for Students on How to Deal with Bullying Behaviours**

- Stay in sight of peers and adults
- Try to stay calm. Walk away without looking back
- Try to show you are not upset. Practise this;
  - Look at the person. Try to speak in a strong voice. Say something like:  
“You might think that, but I don’t” or “why are you doing this?”
  - Throw arms in the air and say “Go away!”, in a loud voice
  - Use an ‘I’ message. Express your feelings in an assertive way e.g. “I want you to stop” or “I don’t like it”
- Go to a safe place e.g. with other children, near a teacher
- Talk to someone who can help you (a teacher or your parent). Tell them what has happened, how you feel and what they can do to help. This is not dobbing!
- Use humour if appropriate
- Never keep bullying a secret
- If in playground seek the help of a senior student or teacher.

### **Procedures for Dealing with Bullying Behaviour**

- All students have the right to be heard and listened to
- Class teacher deals with smaller issues in the classroom in line with school Behaviour Management Plan and class rules
- Issues are resolved in a calm manner with as much time as necessary given to hearing what each student feels and assisting all students to feel more able to cope

- Teacher on playground duty deals with smaller issues in the playground – if more serious in nature the duty teacher informs the classroom teacher and the Assistant Principal responsible for the stage who then deals with the bullying.
- Bullying incidents are recorded and consequences are in line with the School’s Discipline Procedures
- Have discussions with the students involved – take appropriate action
- Parents and class teacher work with student to look at underlying problems and seek solutions
- Principal, Executive staff and classroom teacher work with parents and individuals to identify bullying behaviours where necessary
- School Counsellor, Learning Support Team and external agencies involved in individual programs if required
- Students with identified bullying behaviour will be guided to take responsibility for their actions
- Teachers and their stage supervisors should organise meetings with parents if they’re concerned about bullying amongst students
- Principal and Assistant Principals deal with major bullying incidents and may need to implement the Department of Education Suspension and Expulsion of Student Procedures.

### **Procedures for Dealing with Cyber-bullying**

The school reserves the right to determine whether incidents of cyber bullying relate to the responsibility of the school.

If determined the school has a role to play we will:

- Ensure each student is safe and arrange support, including the involvement of student wellbeing
- Provide support on an ongoing basis with the agreement of the student and parent to assist the student to work through the effects of the cyber-bullying and to help them develop and implement effective coping strategies
- Contact student’s parents to alert them to the issue, and ongoing concerns regarding the welfare of the student, and discuss the issue and how best to deal with it
- Reassure the student that the school is taking the incident seriously and that the reported bullying will be acted on

- Gather basic facts about the suspected cyber-bullying and, if possible, identify the students involved
- Implement appropriate responses to address the bullying
- Provide the following strategies to the student and parent to assist with managing the issue in the future:
  - Block access to further messages/postings from the bully and, if possible, block further correspondence from them (block their mobile number or email address)
  - Report any further correspondence from the bully to the parent and an agreed school contact
  - Keep evidence of any bullying to assist with tracking down the bully and potentially reporting the matter to police (screen captures, bully's screen name, text and images)
  - Report any concerns to the administrator of the service used, including the mobile phone provider (if SMS is involved), website administrator (if social networking or chat services are involved), or internet service provider, as most have measures to assist with tracking and blocking the bully. Some block the bully's access to their services entirely as bullying is often a breach of website terms of use.

If the student is distressed by the bullying, ensure they are provided with options for psychological support including school counselling, local doctor and external agencies.

The School will follow its established approach to incidents of Cyber-bullying in the same way as outlined for bullying incidents. Consequences for Cyber-bullying will be as per outlined in the Behaviour Management Plan.

### Early Intervention

Some students are identified as being at risk of bullying or developing long-term difficulties with social relationships. Some students are also identified as using bullying behaviour. These are some ways we will deal with this:

- Referral to Learning Support Team
- Using social skills programs in the classroom and friendship and social skills taught in PDHPE lessons
- The teaching of Cyber-safety knowledge during ICT lessons and Child Protection lessons K-6

- Using Social stories and role play situations
- Develop a plan of action on how to cope with situations
- Find things the students are good at and celebrate the successes
- Promote leadership within the school amongst the students
- Teachers give students extra attention through the Pastoral Care initiative.

### Procedures for Reporting Bullying

- Students are to report all incidents of bullying to a teacher immediately
- Parents with concerns about bullying should contact the school immediately
- All bullying incidents are to be reported, taken seriously and dealt with by teachers, Executive and Principal (depending on the severity). These issues will be dealt with immediately or as soon as practically possible
- Teachers and executive staff will contact the parents of the student being bullied and the student doing the bullying immediately it is discovered. All staff are to be informed so that they can monitor students in the playground
- In the case of Cyber-bullying, the police may need to be contacted to make a report
- In regards to assaults, threats, intimidation and or harassment, these will be reported to the police by the Principal or Assistant Principals. The School Safety and Response Unit will also be contacted where necessary
- If there is a need to contact support agencies, then the Principal will contact the Child Well Being Unit. The school counsellor will also research support
- In regards to staff the Complaints Handling Policy will be used and staff can be directed to Employment Assistance Program (EAP).

### Signs that your child may be being bullied:

- Dislike and avoidance of school
- Decline in academic performance and social interaction
- Gets into trouble more often at school
- Wants to be taken to school even though it is close
- Takes the long way home or walks instead of catching the bus
- Possessions are damaged or missing

- Becoming withdrawn, appearing depressed or anxious, having mood swings, crying for no apparent reason
- Unable to explain bruises or scratches
- Complaints of feeling unwell though parents report no specific illness
- Asks for, or steals, extra money
- Increased social exclusion and peer rejection
- Having less to do with friends
- Has bad dreams
- Sleeps badly
- Wets the bed
- Gets angry with brothers or sisters
- Uses put-down language when speaking about others
- Increased negative self-perception.

#### **Signs that your child may be bullying others:**

- Aggressive behaviour – both inside and outside the home (teasing, threatening, hurting others)
- Difficult to manage
- Oversensitive – feels that everyone is out to get him/her
- Unhappiness
- Loses temper often
- Quietness or depression
- Decline in academic performance
- Disturbing stories about the child – from other students, their friends or other adults in contact with your child, are avoiding you, or hinting at things you don't know.

The Anti-Bullying Plan and policy will be available through the school website, the school app and communicated through the school newsletter. The school will evaluate the Anti-Bullying Plan bi-annually. Reports will be made at P&C meetings. School Community will be surveyed on the effectiveness of our schools' Anti-Bullying Policy. The Assistant Principal (Welfare) will report all student welfare incidences at our LST meetings.

Students Years 3-6 will complete annual surveys about the incidences of bullying that they are aware of in the past 12 months.

## **Additional Information**

### **Related Links**

Cybersmart School Gateway

Cyberbullying Stories

Bullying. No Way!

Racism. No Way!

National Safe Schools Week

National Centre Against Bullying

Kids Help Line 1800 55 1800

National Centre Against Bullying: <http://www.ncab.org.au/>

Kidsmatter: <http://www.kidsmatter.edu.au/>

### **Related information**

The Department of Education has a number of very useful sites that may be of interest to you.

[Bullying Among Young Children: A guide for parents](#)

Safe Schools Hub: <http://safeschoolshub.edu.au/>

School A to Z: <http://www.schoolatoz.nsw.edu.au/>

### **Team members who developed the Plan**

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